



TEMPE ELEMENTARY

Job Description

TITLE: Transportation Trainer	JOB CODE: 2406 PAY GRADE: 36
-------------------------------	---------------------------------

TRANSPORTATION TRAINER

DEFINITION: Conducts effective behind-the-wheel training and classroom instruction for drivers and assistants. Performs maintenance and office duties. Serves as substitute Transporter of Learners Driver, transporting students to and from school in a safe manner.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS: Conducts a detailed pre- and post-trip inspection of the bus; checks and monitors the condition of the bus, ensures it is safe to operate; keeps bus clean inside and out; sweeps and mops floors, cleans windows to ensure good visibility. Transports student's to and from school and on special event trips in a safe manner. Assists special needs students with loading and unloading; operates wheelchair lift, secures students safely in the bus; picks up and delivers students curb side in appropriate manner. Interacts with students, maintaining good students/driver relationship; maintains order and ensures safety and comfort of students; completes misconduct forms if necessary prepares accident or injury reports; educate and conduct bus evacuation drills for regular and special education students.

Instructs new trainees on all facets of school bus driving; instructs other employees on the use and care of related service equipment; train new employees in classroom and behind-the-wheel training, and bus evacuation procedures; attends bus driver training programs to stay current on Federal and State Standards and keep current certifications.



TEMPE ELEMENTARY

Job Description

TITLE: Transportation Trainer	JOB CODE: 2406 PAY GRADE: 36
-----------------------------------	-----------------------------------------

Inspection of buses for care, condition and operability. Documents information and reports to management and drivers. Performs minor repairs to bus interiors, including seats, video systems and other special related equipment. Manages inventory and stock of cleaning products, first aid products, body clean up kits, paper products.

Takes district vehicles to emissions testing and repairs and different sites. Conducts mandated state road test on buses; issues written test in classroom training. Performs dispatch duties, answers phones, files, copies, faxes and other office duties as required; performs other related duties as assigned.



TEMPE ELEMENTARY

Job Description

TITLE: Transportation Trainer	JOB CODE: 2406 PAY GRADE: 36
-------------------------------	---------------------------------

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of safe driving practices and techniques, and motor vehicle laws.
Knowledge of basic first aid procedures and methods.
Knowledge of safety and maintenance requirements of bus and other student transportation equipment.
Knowledge in the safety practices and procedures for emergency evacuations.
Knowledge of effective classroom training techniques and prepare and presentations.
Skill in developing and maintaining effective working relationships.
Skill in both verbal and written communications.
Ability to operate a passenger bus and other district vehicles.
Ability to obtain Class "B" Commercial Drivers License with Passenger, School bus and Air brake endorsements.
Ability to obtain a school bus driver certification.
Ability to obtain Department of Public Safety: Classroom and Behind the Wheel instructor certifications.
Ability to pass Department of Transportation Physical and/or Annual and Random drug screens and Alcohol testing.
Obtain first aid and CPR certification.
Knowledgeable in the use and operations of all related services equipment for special needs students.
Ability to handle special needs children with physical impairments and in emotional situations.
Ability to handle constant change with short notice.
Ability to make quick decisions, related to a child's health and well being.
Ability to assist a child with limited ability on and off the school bus.
Ability to handle verbal and possible physical challenges.
Manage students with various disabilities, often simultaneously;
Emotionally, Physically, Mental, Visually, Hearing, Learning, Non-Verbal, Behavioral, Medically Fragile and Multi disabled.

WORKING CONDITIONS:

Dangerous machinery and or hazardous chemicals.
Exposure to extreme weather conditions.
Potential physical harm and verbal abuse.
Highly exposed to body fluids, germs, and lack of personal cleanliness.



TEMPE ELEMENTARY

Job Description

TITLE: Transportation Trainer	JOB CODE: 2406 PAY GRADE: 36
-------------------------------	---------------------------------

PHYSICAL EFFORT:

Able to lift, push, pull or carry students or heavy items of 125 pounds.

Physically able to repetitively enter and exit the bus by use of stairs.

Physically able to bend, stoop, twist.

Pass a state performance test.

MINIMUM QUALIFICATIONS:

Must be at least 21 years of age with four (4) years driving experience.

Experience driving passenger buses.

REPORTING RELATIONSHIPS:

A. Reports to: Supervisor of Transporters of Learners and School Safety

B. Supervises: Trainees